

**Department of Health & Human Services  
Administration for Children and Families**

**Program Office:** Office of Head Start and the Office of Family Assistance (Child Care Bureau)

**Funding Opportunity Title:** Center on the Social and Emotional Foundations for Early Learning

**Announcement Type:** Initial

**Funding Opportunity Number:** HHS-2006-ACF-OHS-YD-0137

**CFDA Number:** 93.600

**Due Date for Letter of Intent:** 06/26/2006

**Due Date for Applications:** 08/02/2006

**Executive Summary:**

The Administration for Children and Families (ACF), Office of Head Start (OHS) and the Office of Family Assistance (OFA), Child Care Bureau, announce the availability of funds for the Center on the Social and Emotional Foundations for Early Learning (CSEFEL). The purpose of this grant is to improve the social and emotional outcomes and enhance the school readiness of children, birth to age five, through: (1) analysis of research on evidence-based, user-friendly strategies and the development and national dissemination of these strategies for use in early childhood classrooms and care settings; (2) the creation of partnership networks to build the capacity and foster the sustainability of Head Start and Child Care programs; and (3) the implementation of process and outcome evaluations on the impact of evidence-based, user-friendly strategies on improving the social and emotional outcomes and school readiness of children, birth to age five.

Through the activities of this grant, ACF's CSEFEL has the potential to promote the social and emotional development and increase the school readiness of the low-income children typically served by Head Start and Child Care programs. The focus of this project will be, primarily, those who receive Federal funding from Head Start and Child Care. Thus, those who receive joint support from both Head Start and Child

Care will be the primary beneficiaries, as the goal of the project is to serve both groups; however all low-income children, regardless of whether and how they are served with Federal funds, may be expected to accrue collateral benefit from CSEFEL's activities.

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **Legislative Authority**

The Head Start Act, as amended, 42 U.S.C. 9801 et seq.

The Child Care and Development Block Grant Act as amended, 42 U.S.C. 9858 et seq.

### **Purpose of the Grant**

The Administration for Children and Families (ACF), Office of Head Start and the Office of Family Assistance, Child Care Bureau, announce the availability of funds for the Center on the Social and Emotional Foundations for Early Learning (CSEFEL). The purpose of this grant is to improve the social and emotional outcomes and enhance the school readiness of children, birth to age five, through: (1) analysis of research on evidence-based, user-friendly strategies and the development and national dissemination of these strategies for use in early childhood classrooms and care settings; (2) the creation of partnership networks to build the capacity and foster the sustainability of Head Start and Child Care programs; and (3) the implementation of process and outcome evaluations on the impact of evidence-based, user-friendly strategies on improving the social and emotional outcomes and school readiness of children, birth to age five.

Through the activities of this grant, ACF's CSEFEL has the potential to promote the social and emotional development and increase the school readiness of the low-income children typically served by Head Start and Child Care programs. The focus of this project will be, primarily, those who receive Federal funding from Head Start and Child Care. Thus, those who receive joint support from both Head Start and Child Care will be the primary beneficiaries, as the goal of the project is to serve both groups; however all low-income children, regardless of whether and how they are served with Federal funds, may be expected to accrue collateral benefit from CSEFEL's activities.

### **Background**

The current CSEFEL grant, a five-year cooperative agreement jointly funded by the Office of Head Start and the Office of Family Assistance, Child Care Bureau, will end September 29, 2006. Over the past five years, the CSEFEL grantee:

1. Facilitated State strategic planning in more than 20 States;
2. Provided "train-the-trainer" sessions using CSEFEL materials for the professional development of Head Start, Child Care, and other early care and education personnel;
3. Wrote evidence-based and user-friendly *What Works Briefs* and designed Training Modules;
4. Evaluated the effectiveness of Technical Assistance provided and materials produced and disseminated;
5. Developed professional partnerships with national associations;
6. Developed and maintained a website for dissemination of CSEFEL information (<http://www.csefel.uiuc.edu>).

Thus far, the research conducted and the materials and activities produced by CSEFEL have focused primarily on the challenging behaviors of children, age three to five, and the classroom practices that can promote pro-social behavior and prevent behavior problems. Supporting the social and emotional development of young children continues to be a top priority of the Office of Head Start and the Office of Family Assistance, Child Care Bureau. These Offices will jointly fund the next phase of activities for CSEFEL. This next phase will build on previous efforts and promote the social and emotional development in young children by: (1) including a birth-to-five perspective; (2) addressing relationships among children, families, and caregivers; (3) considering the mental health needs of parents and caregivers; and (4) adding a research and evaluation component.

Strategies addressing the social and emotional outcomes of young children will take a birth-to-five perspective. Research suggests that 85 percent of core brain development occurs prior to age three (Shore, 1997) and that this early brain development affects children's capacity for social and emotional competence (i.e., their ability to regulate the expression of emotion, form close relationships, and explore the environment) (Knitzer & Lefkowitz, 2005).

The social and emotional growth of children requires healthy relationships with parents, teachers, child care providers, and the community. Without nurturing, stimulating, and supportive/secure relationships with caregivers, infants and toddlers are particularly vulnerable to stress and the development of social, emotional, and behavioral problems (Knitzer & Lefkowitz, 2005).

The health of adult-child relationships often depends on the social and emotional well-being of parents, teachers, and child care providers. About 10 percent of all mothers with young children experience depression (O'Hara, 1994). This rate is even higher among low-income populations, with 48 percent of all Early Head Start mothers displaying symptoms of depression (ACF, 2002). Depressed mothers express less sensitivity and responsiveness to and interest in their children. In turn, these children are more likely to suffer social and emotional problems (Campbell, 1990; Dodge, 1990; Knitzer & Lefkowitz, 2005). Similarly, teachers and caregivers with symptoms of depression use harsher and more insensitive behavior with children in their care than do teachers without these symptoms. Children subjected to such treatment often experience further behavior problems and academic difficulties in elementary school (Hamre & Pianta, 2001; Philips, Voran, Kisker, Howes, & Whitebrook, 1994).

## **Design**

This grant will support CSEFEL, which will serve as a national resource for disseminating research and evidence-based practices to Head Start and Child Care programs as they promote the social and emotional development and increase the school readiness of children, birth to age five. The grantee will accomplish this goal by building upon the existing work of CSEFEL. This includes analyzing and summarizing research on the social and emotional development of children, birth to age five, developing and disseminating training materials, providing training and technical assistance, and aiding the development of sustainable partnerships and the capacity of programs to support the social and emotional development of young children.

Specifically, this grant will support the work of a grantee in addressing the following six areas:

(1) *Analysis and Synthesis of Research on the Social and Emotional Development of Children, Birth to Age Five:* The grantee's work will reflect the research findings in this area.

(2) *Development of Dissemination Networks:* The grantee will facilitate the development of dissemination networks at the local, State, and national level. These dissemination networks will ensure that the research findings, training, technical assistance, and materials developed by CSEFEL will reach and be used by providers serving Head Start and Child Care families, as well as by other relevant early childhood service providers;

(3) *Development of Training and Technical Assistance Materials:* The grantee will develop new evidence-based training and technical assistance materials that address the social and emotional development and school readiness of young children. These materials will build on the work of the previous grantee and will expand the focus to include children, birth to age five, by incorporating research findings on social and emotional development. In particular, the new materials will cover the needs of children, birth to age five; the healthy relationships among children, parents, teachers, child care providers, and the community; and the role of maternal depression and staff mental health in the development of young children's social and emotional competence;

(4) *Dissemination of Training and Technical Assistance Materials:* The grantee will disseminate new and existing evidence-based training and technical assistance materials nationwide. In addition to distributing materials through the dissemination networks, the grantee will maintain a website, accessible to the general public, where it will post relevant information and materials. The grantee will also disseminate information through presentations at conferences and other professional development meetings;

(5) *Collection of Evaluation Data:* The grantee will collect and process the outcome evaluation data about program implementation, material dissemination, and program impact. CSEFEL will use the findings from the data collection toward the improvement of its work in subsequent years. ACF may require the grantee to cooperate and collaborate with an independent evaluation team approved by ACF.

(6) *Delivery of Intensive Training and Technical Assistance:* Each year, the grantee will provide intensive training and technical assistance to a cohort of selected States, Territories, and/or Tribes (hereafter referred to as "State(s)"). The intensive training and technical assistance will focus the resources of CSEFEL on establishing sustainable systems to support young children's social and emotional development. This will be accomplished through: (1) developing State partnership networks; (2) providing training on social and emotional development; and (3) fostering professional development for the early care and education workforce.

States will be expected to demonstrate commitment to the project, which may include, for example, allocation of staff and resources to maximize the benefits derived from their participation. A portion of this grant award should be used to reimburse the training and technical assistance recipients. Such reimbursements will cover costs including

related travel, time-off and substitutes. Each cohort will be encouraged to serve as peer-partners or mentors for the following year's cohort.

(6a) *Developing State Partnership Networks:* The grantee will provide intensive technical assistance to build a State partnership network of key agencies or organizations. The State partnership network will bring together a variety of cross-disciplinary stakeholders and will include representatives from joint Head Start and Child Care programs and other programs, as appropriate, which may include entities such as Children's Mental Health agencies, State Pre-K, Special Education, non-profit, community and faith-based organizations, and other relevant groups. Going beyond the work of the dissemination networks (in Area One), the State partnership network should ensure the sustainability of the results and benefits of the project and continue the support for children's social and emotional development for the selected States.

(6b) *Training on Social and Emotional Development:* The grantee will provide intensive training and technical assistance on young children's social and emotional development and school readiness to the State partnership networks and to the joint Head Start and Child Care programs, State partnership networks and other relevant early childhood providers. This intensive training and technical assistance will address new and existing topics in CSEFEL's work. This will include the needs of children, birth to age five; the healthy relationships among children, parents, teachers, child care providers, and the community; and the role of maternal depression and staff mental health in the development of young children's social and emotional competence.

(6c) *Fostering Professional Development:* The grantee will foster professional development of the early care and education workforce in the selected States in order to (1) raise the knowledge and skills related to social and emotional development in young children, and (2) increase the size of the workforce skilled in developing the social and emotional health of young children. This professional development aims to increase the quality of care around social and emotional development of children and families served by Head Start and Child Care programs, as well as by other relevant early childhood providers. To the extent possible, the professional development provided will be integrated with existing professional development systems such as those emerging in support of President George W. Bush's *Good Start, Grow Smart* Initiative, Head Start national and regional training and

technical assistance systems, institutions of higher education, and college extension programs.

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## **II. AWARD INFORMATION**

**Funding Instrument Type:** Cooperative Agreement

**Substantial Involvement with Cooperative Agreement:**

The Office of Head Start and the Office Family Assistance, Child Care Bureau, will work jointly to provide consultation on all aspects of the program (from its early development to final products). These Offices will review and approve drafts of all work plans and new materials produced. The Offices will also conduct ongoing reviews of project activities and progress reports, and participate in conference calls and training activities as appropriate. The grantee will submit analysis of research on the social and emotional development of children , birth to age five , for ACF concurrence , prior to applying findings to its work. Prior to implementation , the grantee will submit plans for dissemination networks , training and technical assistance , and evaluation to ACF for concurrence.

The Federal share of project costs shall not exceed \$1,000,000 per year: \$600,000 of this amount will be from Head Start funds and \$400,000 will be from Child Care and Development Block Grant Funds.

**Anticipated Total Priority Area Funding:** \$1,000,000

**Anticipated Number of Awards:** 1

**Ceiling on Amount of Individual Awards:** \$1,000,000 per budget period

**Floor on Amount of Individual Awards:** None

**Average Projected Award Amount:** \$1,000,000 per budget period

**Length of Project Periods:** 60-month project with five 12-month budget periods

**Awards under this announcement are subject to the availability of funds.**

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### **III. ELIGIBILITY INFORMATION**

#### **1. Eligible Applicants:**

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized Tribal Governments)
- Public housing authorities/Indian housing authorities
- Non-profits having 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

#### **2. Cost Sharing or Matching:**

**As indicated above, this is not required.**

#### **3. Other:**

##### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.



Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

### **Disqualification Factors**

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

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## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **1. Address to Request Application Package:**

Office of Head Start Operations Center  
c/o The Dixon Group  
ATTN: CSEFEL Funding  
118 Q St., NE  
Washington, DC 20002  
Phone: 1-866-796-1591

### **2. Content and Form of Application Submission:**

#### **Letters of Intent**

Applicants are strongly encouraged to notify the Office of Head Start Operations Center by mail of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3*.

Letters of intent should be mailed to:

Office of Head Start Operations Center  
c/o The Dixon Group  
ATTN: CSEFEL Funding  
118 Q St., NE  
Washington, DC 20002  
Phone: 1-866-796-1591

The letter of intent should include the following information: number and title of this announcement (required) a contact person's name, phone number, fax number, and email address.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. Failure to submit a letter of intent will not affect eligibility to submit an application and will not disqualify an application from competitive review.

#### **Application**

The total length of the application should not exceed 150 pages. The body of the application should not exceed 75 double-spaced, one-sided, numbered pages with 12-point font. Appendices should be limited to 75 pages. A table of contents should also be included with the application and will not be counted in the page limitations.

#### **Forms and Certifications**

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V. Application Review Information*. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

## **Electronic Submission**

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

**IMPORTANT NOTE:** Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry

(CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.
- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov) to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3*.

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

### **3. Submission Dates and Times:**

**Due Date For Letter of Intent: 06/26/2006**

**Due Date for Applications: 08/02/2006**

### **Explanation of Due Dates**

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

### **Mail**

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

### **Hand Delivery**

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6*, between Monday and Friday (excluding Federal holidays).

### **Electronic Submission**

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

### **Late Applications**

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

**ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.**

## Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

## Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
SF-424A	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Assurances	See Section IV.2	Found in Section IV.2	By application due date.

Letter of Intent	See Section IV.2	Found in Section IV.2	10 days after program announcement publication.
SF-424B	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Logic Model	See Section V.1	Found in Section V.1	By application due date.
SF-424	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
SF-LLL Certification Regarding Lobbying	See Section IV.2	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.

## Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at:

<http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See <a href="http://www.acf.hhs.gov/programs/ofs/forms.htm">http://www.acf.hhs.gov/programs/ofs/forms.htm</a>	By application due date.

## 4. Intergovernmental Review:

### State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part



100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL: <http://www.whitehouse.gov/omb/grants/spoc.html>.

## **5. Funding Restrictions:**

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

## **6. Other Submission Requirements:**

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

### **Submission by Mail**

Office of Head Start Operations Center  
c/o The Dixon Group  
CSEFEL Funding  
118 Q St., NE  
Washington, DC 20002

### **Hand Delivery**

Office of Head Start Operations Center  
c/o The Dixon Group  
CSEFEL Funding  
118 Q St., NE  
Washington, DC 20002

### **Electronic Submission**

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

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## **V. APPLICATION REVIEW INFORMATION**

### **The Paperwork Reduction Act of 1995 (P.L. 104-13)**

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **1. Criteria:**

### **Part I THE PROJECT DESCRIPTION OVERVIEW**

#### **PURPOSE**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

#### **GENERAL EXPECTATIONS AND INSTRUCTIONS**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

### **Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION**

#### **INTRODUCTION**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project

description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

#### PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

#### RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

The applicant will address how it will promote the social and emotional development and increase the school readiness of young, low-income children typically served by Head Start and Child Care programs. The applicant will demonstrate how its activities will (1) help prevent social, emotional, and behavioral problems in early childhood classrooms and care settings and (2) build the capacity and foster the sustainability of State and local efforts in addressing the social and emotional needs of children, families, teachers, and care providers served by Head Start and Child Care programs.

Provide a logic model that depicts how the training and technical assistance activities proposed are expected to achieve the desired outcomes and the types of data that will be collected to measure those outcomes.

#### APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

## ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

## BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

#### **STAFF AND POSITION DATA**

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

#### **EVALUATION CRITERIA:**

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

#### **APPROACH - 40 points**

The extent to which the applicant's approach:

- Demonstrates knowledge of the available research on the social and emotional development of children, birth to age five, and identifies needs for further study, analysis and synthesis;
- Clearly states its objectives and explains why the chosen objectives are appropriate for Head Start and Child Care program efforts to improve social and emotional outcomes for young children, birth to age five;
- Explains why chosen objectives are appropriate for building the capacity and fostering the sustainability of Head Start and Child Care programs to enhance social and emotional development of young children, birth to age five;
- Adequately describes and responds to key issues outlined in the background section above;
- Represents a cost-effective strategy to provide training in order to build the capacity and foster the sustainability of Head Start

- and Child Care programs and providers so as to enhance the social and emotional development of young children, birth to age five;
- Demonstrates thorough knowledge of evidence-based approaches to improving social and emotional outcomes and addressing mental health and behavior concerns for young children, birth to age five;
  - Builds upon the previous grantee's accomplishments and materials;
  - Builds upon existing research generated by HHS , including that of ACF , National Institutes of Health (NIH) , Centers for Disease Control and Prevention (CDC), and Health Resources and Services Administration (HRSA);
  - Ensures sustainability of social and emotional development, knowledge, and practices for young children, birth to age five;
  - Builds upon existing professional development systems, such as those evolving to support the President's *Good Start, Grow Smart* Initiative and Head Start and Child Care training and technical assistance systems;
  - Describes specific strategies for how the project will promote the adoption and implementation of these practices by State and local programs;
  - Describes how the grantee will build partnership networks within States, Territories, or Tribal nations to enhance the social and emotional development of young children, birth to age five;
  - Includes a focus on maternal depression, staff mental health needs, and school readiness;
  - Includes a focus on relational development, particularly for infants, toddlers, and their parents;
  - Builds upon and uses existing CSEFEL materials and develops new materials related to maternal depression, staff mental health needs, relational development, and school readiness in children, birth to age five;
  - Recognizes the differences and similarities between Head Start and Child Care programs;
  - Initiates a peer mentor program for States;
  - Fosters professional development of the early care and education workforce to increase the knowledge and size of the workforce skilled in social and emotional development of children, birth to age five; and
  - Clearly identifies and describes an evaluation plan to measure the results or benefits and overall program effectiveness and apply what is learned to program planning.

## ORGANIZATIONAL PROFILES - 30 points

- The extent to which the key staff members and organization possess the experience and expertise necessary to plan and implement a project of this type and scope, including:
- Experience in conducting and synthesizing relevant research and in conducting process and outcome evaluations to determine impacts of practices;
- Organizational capacity for planning and nationally disseminating training and technical assistance resources addressing the issue of early childhood social and emotional development and mental health services;
- Experience working with programs serving diverse cultures, languages, and ethnicities, and with programs serving low-income families with young children, birth to age five;
- Knowledge and experience analyzing and preparing information for dissemination to early childhood programs on the issue of social and emotional development and mental health;
- Organizational experience in designing, developing and delivering coordinated technical assistance as part of a national network;
- Experience working with early childhood service settings, collaborating with mental health, child care and school system partners, and working with Head Start and Child Care program staff members and parents;
- Key staff members who have a high level of professional knowledge and expertise in areas of social and emotional development, training and technical assistance, and experience in providing services nationally;
- Experience and knowledge in working with local, State, and national networks or systems of care;
- Staff experience in designing and delivering information and training and technical assistance for audiences of diverse cultures, languages, and ethnicities and in serving low-income families with young children, birth to age five;
- Staff experience and skills in reviewing and adapting information on social and emotional development and mental health in order to communicate effectively with this project's intended audiences;
- Organizational and staff familiarity with both Head Start and Child Care programs; and
- Staff experience with organizational development and building the capacity and sustainability of systems.



## BUDGET AND BUDGET JUSTIFICATION - 15 points

The extent to which the applicant's proposed costs are reasonable in view of the planning and activities to be carried out and the anticipated outcomes.

## RESULTS OR BENEFITS EXPECTED - 15 points

The extent to which the applicant:

- Explains how the chosen objectives relate to the expected benefits of the project;
- Explains how the results and benefits expected are reasonable given the resources available for this project;
- Explains how results and benefits expected will be sustained beyond the timeframe of the project; and
- Clearly identifies and describes an evaluation plan to measure the results or benefits and overall program effectiveness and apply what is learned to program planning.

## **2. Review and Selection Process:**

No grant award will be made under this announcement on the basis of an incomplete application.

The Office of Head Start and the Office of Family Assistance, Child Care Bureau, will convene a panel of reviewers in Washington, DC, to read and score each application based on the published criteria. The Director of the Office of Head Start will use the panel's scores and recommendations to make the ultimate selection.

## **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

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## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices:**

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be

given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

## **2. Administrative and National Policy Requirements:**

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

## **3. Reporting Requirements:**

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Semi-Annually

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## **VII. AGENCY CONTACTS**

### **Program Office Contacts:**

Renee Perthuis  
Office of Head Start

118 Q Street NE  
Washington, DC 20002  
Phone: 1-866-796-1591  
Email: [hsb@dixongroup.com](mailto:hsb@dixongroup.com)

Zack Poimboeuf  
Office of Family Assistance  
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118 Q Street NE  
Washington, DC 20002  
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**Grants Management Office Contact:**

Administration for Children and Families  
118 Q Street, NE  
Washington , DC 20002  
Phone: 1-866-796-1591  
Email: [ACFOGME-Grants@acf.hhs.gov](mailto:ACFOGME-Grants@acf.hhs.gov)

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**VIII. OTHER INFORMATION**

**Date:** 06/15/2006

Channell Wilkins  
Director  
Office of Head Start